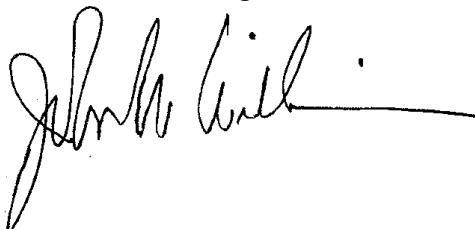


For: FSA State and County Office Employees

**County Office Employees Acquisition of a Government Provided Charge Card
and Automated Teller Machine (ATM) Cash Advances for Travel Expenses**

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

FSA has implemented the NationsBank Card program and ATM program for cash advances for FSA employees. All County Office employees will now be able to use a Government provided charge card to obtain cash advances for approved travel from ATM machines. With implementation of the ATM program, the ATM machine is now the primary method for obtaining cash advances for travel.

B

Purpose

This notice provides instructions to State Office NationsBank Agency Program Coordinators and County Office employees on acquiring a Government provided charge card and acquiring cash advances using ATM's.

2 Guidelines for Acquiring a Government Provided Charge Card

A

Action

Effective immediately, State Office NationsBank Agency Program Coordinators are to ensure that County Office employees acquire a government provided NationsBank charge card **for official travel**.

Disposal Date

October 1, 2000

Distribution

All FSA State Offices; State Offices relay to
County Office employees

3 Guidelines for Using ATM Cash Advances for Travel Expenses

A

Authorized Cash Advances

THE NATIONSBANK TRAVEL CARD WILL NEVER BE USED TO OBTAIN CASH FOR ANY PURPOSE OTHER THAN OFFICIAL TRAVEL EXPENSES--NO EXCEPTIONS!!!

No cash advance should be made before an employee is officially authorized to travel by the appropriate Agency official.

All cash advances will be made for official travel expenses only.

Cash advances:

- are limited to a maximum of \$300 per day, and a maximum of \$1,000 per week (USDA limit), according to subparagraph B.
- should be made as close as possible to the actual beginning of travel.

Cash advances may never be used to procure common carrier transportation, such as air, rail, or bus.

Acquiring cash advances on the Government-provided NationsBank card for any purpose other than official travel expenses may result in disciplinary action.

B

Authorized Cash Advance (Travel Advance) Items

Travel advances may be received for cash transaction expenses, that is, expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check, such as:

- meals and incidental expenses covered by the per diem allowance or actual expenses allowance
 - miscellaneous transportation expenses, such as local transportation system and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft parking, landing, and tie-down fees
 - gasoline and other variable expenses covered by the mileage allowance when using a privately-owned automobile for official business.
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Continued on the next page

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3 Guidelines for Using ATM Cash Advances for Travel Expenses (Continued)

C

ATM Access

To identify NationsBank ATM locations for cash withdrawals, use the ATM site locator found at the following web site address:
www.nationsbank.com/government.

D

ATM Access Surcharges and Service Handling Fees

ATM access surcharges and service handling fees will apply as follows.

ATM Access Surcharges and Service Handling Fees		
Charge Type	NationsBank ATM	Non - NationsBank ATM
Access Surcharge	None	A surcharge may be accessed, as determined by the Financial Institution.
Service Handling Fee	A service handling fee of 1.9 percent will be added to the amount withdrawal, and will be shown as a single entry on the cardholders statement.	

These charges are reimbursable under miscellaneous expenses on the travel voucher.

E

Personal Liability

The traveler, not the Government, is liable for the cash received from ATM's with the NationsBank travel card. The ATM cash advance and associated fees will be billed to the traveler each month and the amounts are due and payable. Card accounts that are not paid according to the terms of the NationsBank Government travel card program will be suspended and/or canceled. In addition, the nonpayment will be reported to the credit bureau by NationsBank.

G

Contact

Employees should direct questions about this notice to their State Office NationsBank Agency Program Coordinator.
